

**BOARD OF MADISON COUNTY COMMISSIONERS**  
**January 11, 2016, Meeting Minutes**

On Monday, January 11, 2016, a meeting of the Board of Madison County Commissioners came to order at 10:05 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners David Schulz, Chairman, Ron Nye, and Jim Hart present. Jani Flinn, Relief Clerk, was present to take minutes.

Those people in attendance at the meeting were Leona Stredwick, Christina Calabrese, Janet Allestad, Bill Sinclair, Rick Hafenfeld, Vicki Tilstra, Tom Shaffer, Roger Thompson, Bill Hanson, Scott Stroh, Billy Brant, Jeremiah Theys, Lisa Brubaker, and Chris Hunt.

**Approval of Minutes:** Jim Hart moved to approve the January 4, 2016, meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

**Claims:** The Board approved claims.

**Silvertip 2 PUD, Moonlight Basin Ranch, Final Plat:** Leona Stredwick, Planning Technician, and Christina Calabrese, Lone Mountain Land, presented a Final Plat and Subdivision Improvements Agreement for Silvertip 2 Subdivision P.U.D. A performance bond is proposed to cover 125% of the estimated cost of the remaining roadway and street signage improvements. The Board discussed payoff of the RID bond for the property. After discussion, Jim Hart moved to approve the Final Plat and Subdivision Improvements Agreement for Silvertip 2 Subdivision P.U.D., located within Cowboy Heaven Phase 3C, Area 2 to subdivide the 1.69 acre site into 5 single family home lots ranging from .15 acres to .23 acres and 2 open space lots, and accept a performance bond from Specialty Insurance Company in the amount of \$64,147.50 as the financial guarantee for improvements, and the Board will check to see what affect this may have on the RID Bond and clarify that the five lots are part of the maintenance. Ron Nye seconded the motion. All voted aye and the motion carried.

**Search and Rescue:** Bill Sinclair, Search and Rescue President, met with the Board to discuss the following items:

- **Year End Report and Training Plan:** Bill presented copies of the year-end report and Training Plan for Ruby Valley Search and Rescue for 2016.
- **Building Purchase:** Bill discussed the progress made on the purchase of a building in Sheridan, MT. Rick Hafenfeld, Search & Rescue member, Vicki Tilstra, Finance Director, Tom Shaffer and Billy Brant, Facilities and Maintenance, and Sheriff Roger Thompson attended this portion of the meeting. Bill updated the Board on progress with Forest Service, NRCS, and Town of Sheridan for space, presented energy bills and utilities for the past year, and noted that the Sheriff would like to use the old facility in Alder if this deal goes through. Vicki will handle the intercap loan and payables, and the S&R group will handle repairs and maintenance. Bill is still waiting on the appraisal and will contact the Board when it is received.

**Linderman Artifact Collection Display Case:** Janet Allestad, Virginia City Preservation Alliance, discussed local history and recent artifacts that have been donated. The Alliance would like to install a display at the Madison County Courthouse with artifacts which were gifted to the VCPA from Sally Hatfield, daughter of the youngest Linderman daughter born in the Linderman Cabin. They are applying for a grant with the Montana History Foundation for archival boxes and would like the Board's support. After discussion the Board encouraged her to move forward with the grant application and Jim Hart will work with her on a letter. A location for the display case was not determined.

**Donating Sick and Vacation Time:** Vicki Tilstra, Finance Director, met with the Board to discuss employees donating vacation overage to sick leave requests. After discussion, Jim Hart moved to prepare

a Resolution of Intent to amend the Personnel Policy Manual to include the option of donating vacation overage time to sick leave. Ron Nye seconded the motion. All voted aye and the motion carried.

**Appointment of Applicant's Agent for EMPG Project:** After review, Jim Hart moved to approve and sign a letter appointing Dustin Tetrault, Director of Emergency Management, as the Applicant's Agent for 2015-2016 Emergency Management Performance Grant EMW-2015-EP-00004. Ron Nye seconded the motion. All voted aye and the motion carried.

**PHEP Training Attendance:** After discussion, Jim Hart moved to approve a request from Melissa Brummell, Public Health Nurse, for authorization to attend two trainings required to meet the deliverables for their Public Health Emergency Planning Grant. Ron Nye seconded the motion. All voted aye and the motion carried.

**Courthouse Renovation Project:** Bill Hanson and Scott Stroh, Think One Architects, met with the Board to discuss the Courthouse renovation project. Billy Brant and Tom Shaffer, Facilities and Maintenance, attended this portion of the meeting. Discussion included personnel, proposed elevator site, structural needs, mechanical systems, restrooms, safety issues to be addressed, and the need for scheduling around daily work schedules. Think One Architects will prepare a timeline for design, engineering, historical preservation review, etc. and present it to the Board. Current Building warranty issues at the new Administrative Office Building were also discussed and Think One requested a list in writing so they can follow through with the contractors.

**County Road and Bridge Standards:** Jeremiah Theys, Great West Engineering, met with the Board to review suggested updates to the Madison County Bridge Standards and Madison County Road Standards. They were last updated in 1999 and are actually more stringent than State regulations. In addition, the Planning Board issued updated Subdivision Regulations this year, so Great West used all three to come up with a revised, updated version. The Board agreed to review and get back with Jeremiah on suggested changes and any additions needed.

Lisa Brubaker, Human Resource Specialist, met with the Board to discuss the following topics:

- **Short Term Schedule Adjustment:** Lisa discussed an outside commitment that will require her time for the next several months and proposed an adjustment to her current work commitments as Human Resources Manager and Victim Witness Advocate. After review, the Board agreed to switch Lisa's hours to Monday, Tuesday, Wednesday and Friday until a replacement can be found for the outside commitment.
- **Victim Witness Advocate Grant:** Lisa discussed the Victims of Crime Act Grant renewal for this year and requested approval. After review, Jim Hart moved to encourage Lisa to submit the Application for 2016/2017 VOCA Grant and sign the Victim's Program Acknowledgement of Question and Answer Addendum from the Montana Board of Crime Control for #16 Non-RFP attached to the Request for Proposal. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Custodial Staffing:** Lisa discussed the need for temporary additional help for the custodial staff. After review, Jim Hart moved to hire additional help on an emergency basis not to exceed six hours per night, and requested that this be reviewed by April 15, 2016, to determine if part time help is still needed. Ron Nye seconded the motion. All voted aye and the motion carried.

**Computer Purchases:** Chris Hunt, IT Manager, met with the Board to discuss purchasing five more PC's. Two quotes were reviewed and discussed. After review, Jim Hart moved to approve the purchase of five computers and three CD drives from SHI for a total of \$5925.54. Ron Nye seconded the motion. All voted aye and the motion carried. Chris also discussed the need to replace four laptops that are currently being used by the Disaster and Emergency Services Department that need to be replaced, but could possibly be used for the traffic counter equipment used by the road departments. He will do some more research and schedule a later time to discuss.

**Calendars:** The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:00 p.m.

**Next meeting:** Because there will be no meeting on the Martin Luther King Holiday on January 18, 2016, the next regular Commission meeting will be held on Monday, January 25, 2016, beginning at 9:30 a.m. in the Commissioners' Conference Room in Virginia City, Montana.

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David Schulz, Chairman  
Board of Madison County Commissioners

Date Approved: January 25, 2016

Minutes prepared by:

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Jani Flinn, Relief Clerk

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County